

2014 MINNESOTA PUBLIC LIBRARY ANNUAL REPORT WORKSHEET

Please complete your report using data/information for January 1, 2014 – December 31, 2014, unless otherwise specified. Financial data should be reported for the fiscal year which ended in calendar year 2014.

^{New} indicates a data element that is new for 2014.

Please note that this document reflects the online submission data elements for both **library administrative entities** (headquarters) and **library outlets** (branches). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually 'roll up' into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Data elements that collect outlet level information use an "m" as part of the field code (e.g. P06m).

Please contact State Library Services to update information in data elements that are .

GENERAL INFORMATION

| Data Element | Status |
|--|------------------------------|
| G01/G01m Library Name | Redwood Falls Public Library |
| G02/G02m Regional System/Sequence Number | P0800 |
| G03/G03m Regional Public Library System | PCLS |
| G04/G04m Street Address | 509 South Lincoln Street |
| G05/G05m Location is a change from previous year | No |
| G06/G06m City | Redwood Falls |
| G07/G07m ZIP Code | 56283 |
| G08/G08m Mailing Address | 509 S Lincoln Street |
| G09/G09m City | Redwood Falls |
| G10/G10m ZIP Code | 56283 |
| G11/G11m County | Redwood |
| G12/G12m Phone | 507-627-8650 |
| G13 Library Web Address | www.redwoodfallslibrary.org |
| G14/G14m Director's Name | Teri Smith |
| G15/G15m Director's Phone | 507-627-8650 |
| G16/G16m Director's Extension | N/A |
| G17/G17m Director's E-mail Address | tsmith@plumcreeklibrary.net |

REPORT FILER - CONTACT INFORMATION

| Question | Status |
|---|------------|
| G18 Name of Person Who Prepared the Public Library Report | Teri Smith |

| | |
|------------|-----------------------------|
| G19 Phone | 507-627-8650 |
| G20 E-mail | tsmith@plumcreeklibrary.net |

IMLS ADMINISTRATIVE ENTITY CODES

| | |
|--|-----|
| G21) Interlibrary Relationship Code | ME |
| G22) Legal Basis Code | CI |
| G23) Administrative Structure Code | SO |
| G24) IMLS Public Library Definition | Yes |
| G25) Geographic Code | CI1 |
| G26) Did the legal service area boundary change? | N |

PUBLIC SERVICES INFORMATION

| Question | Status |
|---|----------------------|
| P01/P01m Population of the Legal Service Area | 7,070 |
| P02/P02m Registered Users – Residents | 8,399 |
| P03/P03m Registered Users – Reciprocal | 918 |
| P04/P04m Total Registered Users – Automatic Tally | 9,317 |
| P05 Last year Registered User Records Were Purged | 2007 |
| P06/P06m Visits | 48,178 |
| P07/P07m Reference Transactions | 6,032 |
| P08/P08m Annual Public Internet Computer Sessions | 9,256 |
| P09/P09m Public Internet Computer Sessions Universe | Internet usage tally |
| *P10 Wireless Sessions (Optional) | |
| P11 ILL Provided to Other Libraries | 13,107 |
| P12 ILL Received from Other Libraries | 5,367 |

CIRCULATION

| Question | Status |
|---|--------|
| P13/P13m Children's Circulation | 24,746 |
| P14/P14m Adult Circulation | 52,490 |
| P15/P15m Other Physical Media Circulation (No Audience Designation) | 3,651 |
| P16/P16m Total Physical Media Circulation | 80,887 |
| P17/P17m Downloadable E-books and E-serials Circulation | 1,158 |
| P18/P18m Downloadable Audio and Video Circulation | 52 |
| P19/P19m Total Downloadable Circulation | 1,210 |
| P20 Total Circulation | 82,097 |

PROGRAMS

| Question | Status |
|-------------------------------|--------|
| P21/P21m Children's Programs | 145 |
| P22/P22m Young Adult Programs | 27 |
| P23m/P23m Adult Programs | 61 |
| P24/P24m Total Programs | 233 |

PROGRAM ATTENDANCE

| Question | Status |
|---|--------|
| P25/P25m Children's Program Attendance | 2,750 |
| P26/P26m Young Adult Program Attendance | 53 |
| P27/P27m Adult Program Attendance | 1,743 |
| P28/P28m Total Program Attendance | 4,546 |

PUBLIC SERVICE HOURS

| Question | Status |
|--|--------------|
| H01m Monday Hours | 10 am-8pm |
| H02m Tuesday Hours | 10 am-8pm |
| H03m Wednesday Hours | 10 am - 8 pm |
| H04m Thursday Hours | 10 am - 8 pm |
| H05m Friday Hours | 10 am - 5 pm |
| H06m Saturday Hours | 10 am - 2 pm |
| H07m Sunday Hours | closed |
| H08/H08m Number of Public Service Hours in a Regular Week | 51 |
| H09/H09m Number of Public Service Hours in a Seasonal Week | 47.0 |
| H10/H10m Seasonal Dates | |
| H11m Number of Weeks Library is Open | 52 |
| H12/H12m Total Public Service Hours per Year | 2,576 |

FACILITIES

| Question | Status |
|--|-----------------------|
| F01 Central Libraries | 1 |
| F02 Branch Libraries | 0 |
| F03 Bookmobiles | 0 |
| F04 Supplementary Services | 0 |
| F05m Outlet Type Code | CE |
| F06m Number of Bookmobiles (outlet) | 0 |
| F07m Facility Type | L |
| F08m Square Feet | 14,150 |
| F09m Year Built | 1996 |
| F10m Latest Year Remodeled | 0 |
| F11m Previous Year(s) Remodeled | 0 |
| F12/F12m Staff Internet Computers | 7 |
| F13/F13m Public Internet Stationary Computers | 20 |
| F14/F14m Public Internet Mobile Devices for On-Site Use | 5 |
| F15/F15m Total Number of Public Internet Computers/Devices | 25 |
| F16m Fiber Optic to Library Building | No |
| F17m Category 6 Wiring within Library? | Yes |
| F18m Optimum Internet Download Speed for Public Computers | 20.1 and greater Mbps |
| F19m Typical Internet Download Speed for Public Computers | 20.1 and greater Mbps |
| F20m Optimum Internet Upload Speed for Public Computers | 5.0 Mbps - 9.9 Mbps |
| F21m Typical Internet Upload Speed for Public Computers | 20.1 and greater Mbps |
| F22/F22m Number of Outlets with Wi-Fi Available to Public | 1 |
| F23/Number of Outlets with a Meeting Room | 1 |

| Question | Status |
|--|--------|
| F23m Meeting Room Available for Public Use | Yes |
| F24/F24m Non-Library Sponsored Events | 120 |

ASSISTIVE TECHNOLOGY

| Assistive Technology | Status |
|---|--------|
| Magnifier Available? | |
| Optical Character Reader (OCR) Available? | |
| Page Turner Available? | |
| Screen-enlarging Software Available? | |
| Speech Input or Output (Screen Reader) Available? | |
| Other? | |
| Description | |

FULL TIME EQUIVALENT STAFF INFORMATION

| Question | Status |
|-----------------------------------|--------|
| S01/S01m Total ALA/MLS Librarians | 0.00 |
| S02/S02m Total Other Librarians | 2.00 |
| S03/S03m Total Librarians | 2.00 |
| S04/S04m Total Other Staff | 3.19 |
| S05/S05m Total Paid Employees | 5.19 |

PAY RANGES

| Question | Status Low Salary | Status High Salary |
|---|-------------------|--------------------|
| S06 Regional Director | | |
| S07 Library Director | \$18.06 | \$27.47 |
| S08 Assistant Director | \$16.65 | \$18.50 |
| S09 Branch Manager | | |
| S10 Central Library Manager | | |
| S11 Department Head | | |
| S12 Other Librarian | \$14.52 | \$20.73 |
| S13 Technology Support | | |
| S14 Library Support Staff | \$9.00 | \$14.70 |
| S15 Administrative Support Staff | | |
| S16 Pages | \$9.00 | \$9.50 |
| S17 Do Any Library Staff Belong to a Union? | No | |

LIBRARY COLLECTION

| Question | Status |
|--|--------|
| C01/C01m Print Materials (Books and Periodicals) | 52,015 |
| C02/C02m Audio Materials, Physical | 1,541 |
| C03/C03m Video Materials, Physical | 3,344 |
| C04/C04m Multi-format Materials | 88 |
| C05/C05m Other Physical Materials | 1,408 |
| C06/C06m Total Physical Materials | 58,396 |
| C07/C07m Print Serial Subscriptions | 102 |

| Question | Status |
|--|---------------|
| C08/C08m Electronic Serial Subscriptions, Licensed Locally, Downloadable | 0 |
| C09 Electronic Serial Subscriptions, Licensed Regionally, Downloadable | 71 |
| C10 Total Electronic Serial Subscriptions | 71 |
| C11 Electronic Books Licensed Locally | 0 |
| C12 Electronic Books Licensed Regionally | 2,196 |
| C13 Electronic Books Licensed Statewide | 15,191 |
| C14 Total Electronic Books | 17,387 |
| C15 Audio Downloadable Units, Licensed Locally | 0 |
| C16 Audio Downloadable Units, Licensed Regionally | 96 |
| C17 Total Audio Downloadable Units | 96 |
| C18 Video Downloadable Units, Licensed Locally | 0 |
| C19 Video Downloadable Units, Licensed Regionally | 0 |
| C20 Total Video Downloadable Units | 0 |
| C21 Databases Licensed Locally | 0 |
| C22 Databases Licensed Regionally | 1 |
| C24 Total Licensed Databases, Local/Regional/Other Cooperative Agreement | 1 |
| C25 Databases Licensed Statewide | 48 |
| C26 Total Licensed Databases | 49 |

POLICIES/PLANS

| Question | Status |
|------------------------------------|---------------|
| D01 Strategic Plan | 2014 |
| D02 Disaster Plan | 2014 |
| D03 Policy Manual | 2014 |
| D04 Records Retention Schedule | 2014 |
| D05 Building Accessibility Plan | 1996 |
| D06 Technology Plan | 2014 |
| D07 Internet Acceptable Use Policy | 2014 |

OUTREACH SERVICES

| Question | Status |
|------------------------------------|---------------|
| O01 Adult Basic Education | No |
| O02 Adult Literacy Organization | No |
| O03 Early Childhood Organization | Yes |
| O04 Correctional Facility | Yes |
| O05 Cultural Communities | Yes |
| O06 Service to Homebound | Yes |
| O07 School (K12) | Yes |
| O08 Senior-Centered Organization | Yes |
| O09 Workforce Development | Yes |
| O10 Youth Development Organization | No |
| O11 Other | Yes |

BOARD, FOUNDATION, FRIENDS

LIBRARY BOARD OF TRUSTEES - CONTACT INFORMATION FOR THE YEAR 2014

| Question | Status |
|--|-------------------------------------|
| I01 Trustee Name | Clara Friese |
| I02 Trustee Board Position | President |
| I03 Trustee Mailing Address | Redwood Falls Library Commission |
| I04 Trustee Second Mailing Address | 110 West Chestnut |
| I05 Trustee City | Redwood Falls |
| I06 Trustee ZIP Code | 56283 |
| I07 Trustee Telephone | 507-637-5108 |
| I08 Trustee Term of Office Completion Year | 2018 |
| I01 Trustee Name | David Peterson |
| I02 Trustee Board Position | Board Member |
| I03 Trustee Mailing Address | Redwood Falls Library Commission |
| I04 Trustee Second Mailing Address | 307 Aspenwood Drive |
| I05 Trustee City | Redwood Falls |
| I06 Trustee ZIP Code | 56283 |
| I07 Trustee Telephone | 507-627-8612 |
| I08 Trustee Term of Office Completion Year | 2018 |
| I01 Trustee Name | Tom Ellig |
| I02 Trustee Board Position | Board Member |
| I03 Trustee Mailing Address | Redwood Falls Library Commission |
| I04 Trustee Second Mailing Address | 111 Beachwood Lane |
| I05 Trustee City | Redwood Falls |
| I06 Trustee ZIP Code | 56283 |
| I07 Trustee Telephone | 507-627-5367 |
| I08 Trustee Term of Office Completion Year | 2018 |
| I01 Trustee Name | Ginny Zempel |
| I02 Trustee Board Position | Secretary |
| I03 Trustee Mailing Address | Redwood Falls Library Commission |
| I04 Trustee Second Mailing Address | 505 Sunrise Blvd. |
| I05 Trustee City | Redwood Falls |
| I06 Trustee ZIP Code | 56283 |
| I07 Trustee Telephone | 507-627-8265 |
| I08 Trustee Term of Office Completion Year | 2015 |
| I01 Trustee Name | Joyce Johnson |
| I02 Trustee Board Position | Vice President |
| I03 Trustee Mailing Address | Redwood Falls Library Commission |
| I04 Trustee Second Mailing Address | 613 N. Swain Street |
| I05 Trustee City | Redwood Falls |
| I06 Trustee ZIP Code | 56283 |
| I07 Trustee Telephone | 507-644-8089 |
| I08 Trustee Term of Office Completion Year | 2015 |

LIBRARY FOUNDATION

| Question | Status |
|---|---------------------------------|
| I09/I09m Does This Library Have a Foundation? | Yes |
| I10/I10m Foundation Name | Redwood Area Library Foundation |
| I11/I11m Foundation President's Name (For 2014) | David Norman |
| I12/I12m Foundation Mailing Address | 30520 County Road 15 |
| I13/I13m Foundation Second Mailing Address | PO Box 84 |
| I14/I14m Foundation City | Redwood Falls |
| I15/I15m Foundation ZIP Code | 56283 |
| I16/I16m Foundation Telephone | 507-641-3124 |

LIBRARY FRIENDS

| Question | Status |
|--|--------------------------------------|
| I17/I17m Does This Library Have a Friends Group? | Yes |
| I18/I18m Friends Group Name | RF Friends of the Library |
| I19/I19m Friends President's Name (For 2014) | Pat Van Stralen |
| I20/I20m Friends Mailing Address. | Redwood Falls Friends of the Library |
| I21/I21m Friends Second Mailing Address | 623 E. Fifth Street |
| I22/I22m Friends City | Redwood Falls |
| I23/I23m Friends ZIP Code | 56283 |
| I24/I24m Friends Telephone | 507-616-1059 |

FINANCIAL DATA

OPERATING REVENUE

| Question | Status |
|---|-----------|
| LOCAL GOVERNMENT | |
| City | |
| R01) City Direct | \$319,706 |
| R02) City Indirect | \$0 |
| R03) City Operating Revenue Total | \$319,706 |
| County | |
| R04) County Direct | \$35,267 |
| R05) County Indirect | \$0 |
| R06) County Total | \$35,267 |
| Other Local Government | |
| R07) Other Local Government Direct | \$0 |
| R08) Other Local Government Indirect | \$0 |
| R09) Other Local Government Operating Revenue Total | \$0 |
| R10) Total Local Government Operating Revenue | \$354,973 |
| STATE | |
| R11) Arts & Cultural Heritage Fund | \$0 |
| R12) Regional Library Basic System Support | \$0 |
| R13) Regional Library Telecommunications Aid | \$0 |
| R14) Other State | \$0 |
| R15) Total State Government Operating Revenue | \$0 |
| FEDERAL | |
| R16) Federal Library Services and Technology Act | \$0 |
| R17) Federal Direct | \$0 |

| Question | Status |
|---|---------------|
| R18) Federal Indirect | \$0 |
| R19) Total Federal Operating Revenue | \$0 |
| OTHER | |
| Regional System | |
| R20) Regional System Direct | \$0 |
| R21) Regional System Indirect | \$0 |
| R22) Regional System Operating Revenue Total | \$0 |
| Multicounty, Multitype | |
| R23) Multicounty, Multitype Direct | \$0 |
| R24) Multicounty, Multitype Indirect | \$0 |
| R25) Multicounty, Multitype Operating Revenue Total | \$0 |
| R26) Other Operating Direct | \$31,521 |
| R27) Other Operating Indirect | \$0 |
| R28) Other Operating Total | \$31,521 |
| R29) Total Regional; Multicounty, Multitype and Other Operating Revenue | \$31,521 |
| R30) Total Operating Revenue | \$386,494 |

OPERATING EXPENDITURES

PERSONNEL EXPENDITURES

| Question | Status |
|----------------------------|---------------|
| E01) Salaries & Wages | \$175,416 |
| E02) Employee Benefits | \$60,544 |
| E03) Total Personnel Costs | \$235,960 |

COLLECTION EXPENDITURES

| Question | Status |
|--|---------------|
| E04) Collection Expenditures Print Materials | \$29,509 |
| E05) Collection Expenditures Electronic Materials Electronic Books (E-books) | \$1,995 |
| E06) Collection Expenditures Electronic Materials Databases | \$0 |
| E07) Collection Expenditures Electronic Materials Other Electronic Materials | \$0 |
| E08) Collection Expenditures Electronic Materials Expenditures Total | \$1,995 |
| E09) Collection Expenditures Other Materials Audio& Video Physical Materials | \$4,312 |
| E10) Collection Expenditures Other Materials Other Physical Materials | \$0 |
| E11) Collection Expenditures Other Materials Expenditures Total | \$4,312 |
| Collection Expenditures Physical Materials Total | \$33,821 |
| E12) Total Collection Expenditures | \$35,816 |

OTHER

| Question | Status |
|---|---------------|
| E13) Other Operating Expenditures | \$122,660 |
| E14) Total Operating Expenditures | \$394,436 |
| E15) Expenditures Equal To or Less than Income? | No |

CAPITAL REVENUE – DIRECT AND INDIRECT

| Question | Status |
|---|--------|
| LOCAL | |
| City | |
| R31) City Direct | \$0 |
| R32) City Indirect | \$0 |
| R33) City Capital Revenue Total | \$0 |
| County | |
| R34) County Direct | \$0 |
| R35) County Indirect | \$0 |
| R36) County Capital Revenue Total | \$0 |
| Other Local Government | |
| R37) Other Local Government Direct | \$0 |
| R38) Other Local Government Indirect | \$0 |
| R39) Other Local Government Capital Revenue Total | \$0 |
| R40) Total Local Government Capital Revenue | \$0 |
| STATE | |
| R41) Library Construction Grant | \$0 |
| R42) Other State Capital Revenue | \$0 |
| R43) Total State Government Capital Revenue | \$0 |
| FEDERAL | |
| R44) Federal Government Capital Revenue Library Services and Technology Act | \$0 |
| R45) Federal Capital Direct | \$0 |
| R46) Other Federal Indirect Capital Revenue | \$0 |
| R47) Total Federal Government Capital Revenue | \$0 |
| OTHER | |
| Regional System | |
| R48) Regional System Direct | \$0 |
| R49) Regional System Indirect | \$0 |
| R50) Regional System Capital Revenue Total | \$0 |
| Multicounty, Multitype | |
| R51) Multicounty, Multitype Direct | \$0 |
| R52) Multicounty, Multitype Indirect | \$0 |
| R53) Multicounty, Multitype Capital Revenue Total | \$0 |
| R54) Other Capital Direct | \$0 |
| R55) Other Capital Indirect | \$0 |
| R56) Other Capital Revenue Total | \$0 |
| R57) Total Regional, Multicounty Multitype and Other Capital Revenue | \$0 |
| R58) Total Capital Revenue | \$0 |

CAPITAL EXPENDITURES

| Question | Status |
|----------------------------------|-----------|
| EC01) Total Capital Expenditures | \$394,436 |

IN-KIND OPERATING CONTRIBUTIONS

| Question | Status |
|--|--------|
| R59) In-Kind Operating Contributions City | \$0 |
| R60) In-Kind Operating Contributions County | \$0 |
| R61) In-Kind Operating Contributions All Other | \$0 |
| R62) Total In-Kind Operating Contributions | \$0 |

IN-KIND EXPENDITURE AREAS

| Question | Status |
|--|--------|
| EKA01) Personnel | \$0 |
| EKA02) Collection | \$0 |
| EKA03) All Other Operating Expenditures | \$0 |
| EKA04) Total In-Kind Operating Contributions | \$0 |

IN-KIND CAPITAL CONTRIBUTIONS

| Question | Status |
|--|--------|
| R63) In-Kind Capital Contributions City | \$0 |
| R64) In-Kind Capital Contributions County | \$0 |
| R65) In-Kind Capital Contributions All Other | \$0 |
| R67) Total In-Kind Capital Contributions | \$0 |



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